

MINUTES  
Housing Authority of the Town of Darien  
March 24, 2009

A Special Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 6:35 p.m. on Tuesday, March 24, 2009 at 719 Post Road, Darien, CT.

Present were: Commissioners Jennifer Schwartz, Cynthia Ashburne, Joe Warren, Kass Bruno (Absent, Jan Raymond); Executive Director Kathryn Molgano; Co-Developer Arthur Anderson; AONBC members Tom Bell and Mark Thorne; Ed Schmidt of Curtis, Brinckerhoff & Barret; invited guests from Viking Construction, Anthony Gaglio, Emil Canaan and Jesper Glysing-Jensen.

Representatives of Viking Construction were interviewed for consideration as Construction Manager for the preconstruction phase of the Allen-O'Neill Redevelopment based on the Commission's unanimous first choice of their response to the RFP. Anthony Gaglio provided extensive information on the history of Viking Construction Co., Viking's experience with CHFA LIHTC projects, experience in undertaking construction projects with tenants in place on site, recommendations for phasing of the construction project, and provided comments on how communication channels between DHA, residents and the construction manager would be implemented. Joe Warren clarified that the selection of Viking Construction as construction manager was limited to the Pre-Construction Phase of the project, and that their role was to assist DHA and its co-developer in establishing the construction budget for the application process. Paid Bills Reports for MR36 and E187 for February 2009 were approved without objection.

On a motion by Joe Warren, the Commission voted unanimously to hire Viking Construction Company as Construction Manager/General Contractor for the Pre-Development phase of the AON Redevelopment.

Minutes of the February 24, 2009 and March 12, 2009 meetings could not be approved at this Special Meeting and will be presented at the April 28, 2009 Regular Meeting.

Paid Bills Reports for March 2009 were approved on a motion by Cynthia Ashburne.

On a motion by Joe Warren, Commissioners approved a Resolution of the 2009 Maximum Income Limits for application to and continued occupancy in State Moderate Rental and Elderly Housing as published and recommended by HUD for the Stamford-Norwalk areas. (Resolution attached).

Executive Director's Report: Kathryn Molgano reported the following:

American Recovery and Reinvestment Act: Correspondence requesting stimulus funding for capital projects at Old Town Hall Houses was sent to CHFA. Correspondence attached.

Fiscal Year 2008/2009 Audit: DHA is in receipt of DECD correspondence indicating their acceptance of DHA's audit reports submitted to them.

Proposed Rent Increases: A Special Meeting to discuss proposed rent increases and to receive comments from MR36 and E187 is scheduled for 7:00 p.m. on April 21, 2009 at Old Town Hall Houses. Commissioners may vote on the rent increase proposals at that meeting.

Redevelopment Update: Jennifer Schwartz reported that the following matters are in process:

- ~ Application to CHFA/DECD for LIHTC's to be filed by April 15<sup>th</sup>
- ~ Terms of Land Lease under negotiation
- ~ Developer's Agreement (Letter of Assurance) under negotiation
- ~ Project meeting with HERC to take place during April

Allen-O'Neill Association: DHA was notified of board member changes to the AON Association (attached).

Senior Resident Association: No report.

On a motion by Joe Warren, the meeting was adjourned to Executive Session at 7:55 p.m. to discuss resident matters.

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The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Kathryn Y. Molgano  
Executive Director

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## CERTIFIED RESOLUTION

Certified a true copy of a resolution duly adopted by the Housing Authority of the Town of Darien, herein called the Agency or Authority, at its special meeting on March 24, 2009. This resolution has not been rescinded or modified in any way.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathryn Y. Molgano, Executive Director

Whereas, It is desirable and in the best interest of the State of Connecticut, this agency, and the moderate income and elderly citizens of the State of Connecticut, be it

RESOLVED, That effective March 19, 2009, the maximum income limits for application to and continued occupancy in all Elderly and Moderate Income Family Housing owned by the Housing Authority of the Town of Darien shall be at the HUD recommended income rates for 2009 in our area as follows:

<u>Admission Limits</u>		<u>Continued Occupancy Limits</u>
\$ <u>55,600</u>	for 1 person	\$ <u>69,500</u>
\$ <u>63,550</u>	for 2 persons	\$ <u>79,400</u>
\$ <u>79,450</u>	for 4 persons	\$ <u>99,300</u>
\$ <u>85,800</u>	for 5 persons	\$ <u>107,250</u>
\$ <u>92,150</u>	for 6 persons	\$ <u>115,200</u>

This resolution rescinds and replaces any and all previous Resolutions establishing maximum income limits for applications and continued occupancy for all applicable State-Assisted Elderly and Moderate Rental Housing owned by the Housing Authority of the Town of Darien.

Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Source: <http://www.huduser.org/datasets/il/il09/index.html>



THE HOUSING AUTHORITY OF THE TOWN OF DARIEN  
DARIEN TOWN HALL ~ 2 RENSRAW ROAD  
DARIEN, CONNECTICUT 06820

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**Kathryn Y. Molgano**  
**Executive Director**  
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March 18, 2009

Mr. Thomas Bourque, Asset Manager  
Connecticut Housing Finance Authority  
999 West Street  
Rocky Hill, CT 06067

Re: Old Town Hall Houses – Capital Needs

Dear Mr. Bourque:

Subsequent to our telephone conversation regarding the upcoming availability of stimulus funding to the State of Connecticut, I would like to provide you with a current view of the capital needs for our Elderly State Housing Facility, Old Town Hall Houses.

Over the past year, we have identified and researched the anticipated costs of addressing our most pressing capital needs for this facility which are listed below:

1. Parking Lot – the condition of the asphalt parking lot has deteriorated over a twenty-one year time span and its useful life has been exhausted. During 2008, we obtained two estimates for the repaving of the lot (enclosed). The estimated cost of replacement is approximately \$80,000. I have been advised by each of the two contractors who submitted proposals that the work to replace the parking lot could begin as early as April 1, 2009.
2. Sidewalks – Although in recent years the Housing Authority has undertaken repairs to the sidewalks that run throughout the facility (in 2006), weather conditions continue to impact the condition of the sidewalks. At the conclusion of this winter season, we again have several sections that have shifted and heaved, creating serious tripping hazards for our elderly residents. I have contacted two contractors to provide assessments of the condition of the walks and their proposals for the replacement/repair of the walks. Although I am awaiting their formal proposals, their verbal advice is that the walks should be replaced and the cost of the job will be approximately \$10,000.
3. Site Lighting – Exterior lighting of the parking lot area has also deteriorated over time and is in need of replacement. This matter was brought to our attention by the company who periodically is hired to replace the bulbs/repair the pole lamps (for which it is necessary to utilize a bucket truck). We were informed that these fixtures are at the end of their useful life, and replacement of such was recommended. During 2008, we secured an assessment and estimated cost of replacement from an electrical contractor. The recommendation was to lower the eight outdoor lighting poles by 2 feet, and to replace the lighting fixtures at the approximate cost of \$7,600.

- Exterior Lighting - (Outside fixtures mounted on the buildings) – The electrical contractor also recommends replacement of the exterior wall-mounted lighting fixtures on the residence buildings (due to their age and condition) at an approximate replacement cost of \$3,700.
4. Alarm System – The fire alarm system was installed with the original construction of the facility and over time has become obsolete. Although the Housing Authority is diligent in scheduling periodic inspections of the equipment, we continue to receive advisements from the monitoring service of “trouble alerts” or malfunctions. Earlier this year we contacted the equipment provider to assess the condition of the system. Their conclusion was that the equipment is antiquated and they recommend replacement of the system at the proposed cost of \$5,000.
  5. Upgrades to Community Building – The community center for our elderly residents (which includes a kitchen, lavatories, laundry room and meeting room) has not been updated since originally built in the mid-1980’s. Present furnishings (folding tables and metal chairs), flooring (vinyl tiles), and kitchen fixtures create a dated and institutional appearance. The common area provides extended living space for our residents and is an important feature of this facility. This area is frequently used for social functions, meetings and family get-togethers. Comfortable furnishings, replacement of kitchen fixtures, new lighting, new flooring and added equipment, such as a computer with internet connection, are needs that should be addressed. Without having extensively researched these costs, our present estimate for these renovations is \$15,000-\$20,000.

During the past year, the Housing Authority has been undertaking renovations to the apartment units as vacancies occur. Over the past ten months, we have had a turnover of seven units and have completed six extensive unit renovations at an average cost of \$6,500 per unit. The renovation costs have exceeded the current year’s Provision for Repairs, Maintenance & Replacements, but DHA has drawn from its savings in order to undertake the much needed renovations as the units become vacant. In our current plan to continue with unit renovations, we nonetheless remain aware of our duty to maintain affordable rents for our elderly, low income residents. Providing for capital projects becomes increasing difficult. Availability of stimulus funding would therefore provide a much needed source of funds that would enable us to address our pressing capital needs listed above.

Your assistance in helping us to determine our eligibility for stimulus funding is greatly appreciated. Please do not hesitate to contact me if I can provide further information or answer any questions. Thank you.

Sincerely,

Kathryn Y. Molgano  
Executive Director

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## Allen-O'Neill Association

2009 Board Members

Debbie Jaeger  
*President*

203-202-9036  
*debjaeg@yahoo.com*



**AONA**

Jamie Gomez  
*Vice President*

Sue Geddes  
*Jr. Vice President*

Gail DeFreitas  
*Secretary*

Roseanne Casolo  
*Treasurer*

Arlene Black  
*Senior Representative Chair*

Sheree Banzof  
*Chair*

March 20, 2009

To: All Allen-O'Neill, Elm Street, Noroton Avenue and West Avenue residents

Re: Leadership changes

Effective immediately the Allen-O'Neill board member changes are listed below.

Debbie Jaeger - President  
Jamie Gomez - Vice President  
Sue Geddes - Jr. Vice President  
Gail DeFreitas - Secretary  
Roseanne Casolo - Treasurer  
Arlene Black - Senior Representative Chair  
Sheree Banzof - Chair

Respectfully,  
Allen-O'Neill Association